

# Steps in the City of Alameda Façade Assistance Program



1. **Application/description of project:** Consult with either city staff or your Business Association about your project. Present a fully detailed project description along with an application. Your application must be **complete** to be accepted into the program.



2. **Review by Façade Assistance Program Committee:** Your project will be evaluated by the Committee. They can accept, accept with modifications or deny.



3. **Grant award:** Funding is committed to your project when you sign off on the Terms and Conditions section of your application and accept the Scope of Work approved by the Committee.



4. **Clock starts:** You have three months to get your project underway. Without substantial progress, you can lose your funding. **Make sure you have all required city permits from the Planning & Building Department.** If you need help during the process, call the City staff person at Economic Development assigned to the program.



5. **File for reimbursement:** After your project is complete, file all your paid invoices with City staff at Economic Development. You will be reimbursed up to 80% of your costs. Payment generally comes within two weeks of submitting all final invoices.